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11-20-2009

## November 20, 2009 Approved Minutes

SWOSU Faculty Senate

### Abstract

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**Southwestern Oklahoma State University**  
**Faculty Senate Meeting**  
**November 20, 2009, 2:00 pm, EDU 201**  
**Approved Faculty Senate Meeting Minutes**

- I. CALL TO ORDER:** The November 20, 2009, meeting of the Faculty Senate was called to order at 2:00 PM in Education 201 with FS President Scott Long presiding.
- II. ESTABLISH QUORUM:** The following members were present: Warren Akers, Lisa Appeddu, John Bradshaw, Stephen Burgess, Tiffany Kessler for Chelsea Church, Kevin Collins, Tommye Davis (Sayre), David Esjornson, Evette Meliza for Vicky Gilliland, Tim Hubin for Terry Goforth, John Hayden, Eithel Simpson for Rita Hays, Todd Helton, Sophia Lee, Joe London, Jim Long, Scott Long, Ralph May, Warren Moseley, Edna Patatanian, Les Ramos, Ann Russell, Lisa Schroeder, Muatasem Ubeidat, Dennis Widen, Kathy Wolff, Jonathon Woltz, and Tyler Rogers (SGA Rep).
- III. CERTIFICATION OF SUBSTITUTES:** Tiffany Kessler for Chelsea Church, Evette Meliza for Vicky Gilliland, Tim Hubin for Terry Goforth, and Eithel Simpson for Rita Hays.
- IV. PRESENTATION OF VISITORS:** None.
- V. APPROVAL OF MINUTES:** Minutes of the October 30 meeting were approved by voice vote.
- VI. ANNOUNCEMENTS:**
- A. From FS President Scott Long:**
- 1. From the November Administrative Council Meeting minutes:**
- a. Travel** - Faculty and staff are reminded when travelling, especially when using University vehicles, to adhere to the procedure and use of proper forms.
- b. Budget/Fiscal Matters** – Mr. Tony Hutchinson, from the Office of the State Regents discussed the current financial situation with regards to higher education in Oklahoma. While the fiscal situation is not ideal, indications suggest the state and, therefore, university budgets, are at the low point, are not anticipated to worsen, and may remain steady for the next 2 years. The “Rainy Day” fund is most likely going to be used to meet state needs in the upcoming year. (NOTE: the balance of the Rainy Day fund is \$598M, of which 1/3 may be used in any given year; therefore, approximately \$200M maximum could be used in the upcoming year. Some of these Rainy Day funds will be used to “pay back” state agencies for shifts in allocations over the past six months.) It appears that oil revenues may be up and could be the source of additional income for the state (up to \$150M). Additionally, the state still has half of the stimulus monies to apply to the budget. It is projected that next year’s budget will continue with the 5% reduction that has been in place since August 2009. Therefore, a tuition increase (possibly as much as 9.9%) will be likely to help offset this shortfall. By FY2012, stimulus monies will be used up. The prediction is that FY2011 and FY2012 will remain flat with no increases (but also no further decreases) in budget relative to right now.

- c. Tom Fagan reiterated that the **enrollment increase at SWOSU** has helped to offset the allocation cuts by \$500K, and that an additional \$500K from the SWOSU reserves has allowed SWOSU to remain relatively unaffected thus far.

**2. From the November Executive Committee meeting with the Provost:**

- a. The **budget information** as given above was discussed and confirmed. Also discussed were plans, suggestions, and programs that may help to save SWOSU additional monies. It was indicated that for now, the Administration deems that no further actions will be required (including such drastic measures as furloughs, layoffs, or eliminations of open positions). Additional suggestions from the Budget Contingency Planning Ad Hoc Committee were passed along and discussed (as presented in their report below in item **VII. A.**). The Administration is currently addressing the 9<sup>th</sup> suggestion.
- b. **Proposed motions** coming before the Senate were discussed. The Provost indicated that the Administration would not be opposed to proposing a change in the continuance review process for senior non-tenured/non-tenure track positions (see **FS Motion 2009-10-01** below), as long as the steps for continuance review remained the same and the time frame of review was consistent with post-tenure review of tenured faculty.

**B. FS Secretary/Treasurer Lisa Appeddu:**

1. **Roll Sheet** – please sign.

**2. Treasurer's Report:**

- |                                            |           |
|--------------------------------------------|-----------|
| a. BancFirst Checking account (No change): | \$2098.86 |
| b. University account balance (No change): | \$130.00  |

**C. FS President-elect Muatasem Ubeidat:** Nothing to report.

**D. FS Past President Les Ramos:** Nothing to report.

**E. FS Student Government Representative Tyler Rogers:** The SGA will be initiating a campus-wide paper recycling program.

**VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:**

**A. Faculty Senate Budget Contingency Planning *Ad Hoc* Committee:** Chair Muatasem Ubeidat reported that the following thirteen suggestions have been forwarded to the Administration:

1. Transfer some scholarship money to general operating fund to compensate for budget short fall.
2. Freezing non-necessary equipment purchases.
3. Reducing supplies purchases.
4. Every year we send multiple copies updated vitae up the administrative line plus numerous reports of scholarly activity, etc. This must result in thousands of pages of printed material across campus. Ask the departments to send electronic copies.
5. Every month we receive a pay stub mailed to us, make all of this available online for employee. This will reduce paper, envelopes and effort.

6. Impose parking fees on faculty and staff and increase it on the students.
7. Increase tuitions and fees for the upcoming academic years.
8. Cut most travel and restrict travel money to faculty members presenting papers.
9. A concerted effort to save energy and money through behavioral modification of energy usage. For example, knowing when to turn off lights, computers, etc. The company that does this needs to be asked to come to campus.
10. Restrict the number of copies allowed per student per year.
11. Review state guidelines for early retirement offers and make them, if feasible.
12. Hiring freeze for personal that can be replaced by a temporary overload.
13. Reduce summer school offerings. Restrict to department that generate income for the university (big classes).

The Faculty Senate expressed its appreciation to Committee members for their efforts in compiling this list.

**VIII. UNFINISHED BUSINESS:** None

**IX. NEW BUSINESS:**

**A. Sense of the Senate:**

The following resolution was moved and seconded:

**FS Resolution 2009-11-01:**

Whereas, the current recession is creating fiscal challenges to the nation, state, and Southwestern Oklahoma State University in terms of shortfalls and budgetary constraints; and

Whereas, the faculty of Southwestern Oklahoma State University are composed of enlightened, concerned, and socially responsible women and men; and

Whereas, socially- and conservation-minded individuals such as the faculty of Southwestern Oklahoma State University are dedicated to diligent stewardship of resources both material and energy in nature;

Therefore, be it resolved, that the faculty of Southwestern Oklahoma State University personally do pledge to commit to reducing waste and promoting conservation of University resources including, but not limited to, energy utilization, consumption of disposable goods, and responsible use of renewable resources, by use of energy wisely, limiting energy waste, promoting conservative use of paper and paper products and other disposable goods, encouraging recycling where applicable, and any other activity which strengthens and benefits the students, staff, and faculty of Southwestern Oklahoma State University and its community.

Therefore, be it further resolved, that the faculty of Southwestern Oklahoma State University individually pledge to be active in this resolution and take personal responsibility in promoting the aims set forth in this resolution.

The resolution was accepted by voice vote. President Scott Long was requested to disseminate the resolution campus-wide by e-mail.

**B. Motion to replace the first paragraph of the continuance policy in the Faculty Handbook to address the annual continuance evaluation of senior non-tenure track positions.**

The following motion was moved and seconded:

**FS Motion 2009-11-01:**

Non-tenured faculty members with less than five years of service are evaluated annually in the continuance procedure. For those non-tenured faculty members with five years or more of service, individual departments shall have the option of performing continuance review annually, and must be reviewed at least every third year. Pursuant to the conditions outlined below, tenured faculty members may be reviewed annually and must be reviewed at least every third year. Student evaluations are required for all non-tenured, permanent, full-time faculty undergoing the continuance process. Tenured faculty members must ensure that every course they teach is evaluated by students a minimum of one time every two years.

**Justification:** The current policy (see below) is that all non-tenured faculty members must undergo the continuance review process every year. While this policy is appropriate with regard to all tenure-track faculty members, there are non-tenure-track faculty members who have demonstrated their fitness for their positions, often with a decade or more of service. These faculty members invest hours of time in preparation for annual continuance reviews, and their departments invest even more time in performing the reviews. In addition, department chairs have to devote significant time to what in many situations is an unnecessary process. In many departments, this time would be better spent on the needs of the department and the students. Under the proposed change, departments that find the annual review to be necessary and useful would have the option of continuing it, and all departments would still review all faculty members for continuance at least every three years.

**“CURRENT POLICY:**

**II. POLICIES AND PROCEDURES FOR EVALUATION OF FACULTY**

**A. INTRODUCTION**

Non-tenured faculty members are evaluated annually in the continuance procedure. Pursuant to the conditions outlined below, tenured faculty members may be reviewed annually and must be reviewed at least every third year. Student evaluations are required for all non-tenured, permanent, full-time faculty. Tenured faculty members must ensure that every course they teach is evaluated by students a minimum of one time every two years.”

The following motion was moved and seconded:

**FS Motion 2009-11-02:**

A motion is made to table the amendment proposed in FS Motion 2009-11-01.

The motion passed by voice vote, and the amendment was tabled.

**C. Motion to address energy and cost savings.**

The following motion was moved and seconded:

**FS Motion 2009-11-03:**

The Faculty Senate requests an energy conservation group be invited to campus in order to help develop a strategy to save money through behavioral changes in energy use.

The motion passed by voice vote.

**Justification:** A significant percentage of energy use could be reduced if a concerted effort was made to turn off devices when not in use. These companies have a demonstrated track record helping large agencies reduce their energy use through behavioral modifications

**D. Motion to create a new standing University Committee.**

The following motion was moved and seconded:

**FS Motion 2009-11-04:**

The Faculty Senate requests the formation of a University standing committee composed of representatives from faculty, staff, and administration charged with formulating ways to make SWOSU operations more efficient over time without sacrificing the SWOSU brand and to plan for future financial contingencies.

The motion failed by majority count.

**Justification:** At this time there is no centralized group composed of representatives from across campus to evaluate suggestions for changing how SWOSU operates. This leads to the appearance of a lack of communication of ideas.

**E. Motion to promote the use of electronic documents in an effort to save paper.**

The following motion was moved and seconded:

**FS Motion 2009-11-05:**

The Faculty Senate recommends that, whenever possible, documents such as updated curriculum vitae and scholarly activity reports be sent via email.

The motion passed with opposition.

**Justification:** This motion was made in reference to #4 on the list of suggestions as compiled by the Faculty Senate Budget Contingency Planning *Ad Hoc* Committee and forwarded to the Administration (see item **VII. A.** in the minutes above).

**X. ADJOURNMENT:** 3:04 p.m.

Respectfully Submitted,

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Scott Long, FS President

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Lisa Appeddu, FS Secretary

**Next Faculty Senate Meeting:  
Friday, December 4, 2009, at 2:00 p.m. in EDU 201**